



## Account Creation and Maintenance in the Education Value-Added Assessment System (EVAAS)

There are over 100,000 active North Carolina accounts for the Education Value-Added Assessment System (EVAAS). The Department of Public Instruction collaborates with the SAS Institute and district EVAAS administrators to manage accounts and use data from other systems to limit the amount of manual account creation and maintenance.

### Types of User Accounts:

**District Administrator:** each district and charter school in North Carolina has one district administrator who has access to data at the district-, school-, teacher-, and student-levels, as well as administrator and teacher evaluation dashboards.

**District User:** each district or charter school can have multiple district users with different rights and permissions. For example, a human resources director may receive access to see school- and teacher-level data, while a curriculum specialist may only receive access to see school-level data.

**School Administrator:** each school in North Carolina has one school administrator who has access to data at the school-, teacher-, and student-levels for his or her school as well as all administrator and teacher evaluation dashboards.

**School User:** each teacher at a school has a school user account and access to school-level value-added data, his or her own value-added data (if applicable), and his or her teacher evaluation dashboard. Assistant principals and other appropriate personnel also have school user accounts.

### Account Creation:

**District Administrator:** the Department of Public Instruction creates and maintains district administrator accounts. To update your district administrator account, please email [educatoreffectiveness@dpi.nc.gov](mailto:educatoreffectiveness@dpi.nc.gov). A Department of Public Instruction staff member will send you the appropriate form to complete.

The district administrator creates and maintains the following account types:

- **District User:** the district administrator creates accounts and selects appropriate levels of access for each district user. The district administrator is responsible for the maintenance of the district user accounts.
- **School Administrator:** the district administrator creates and maintains school administrator accounts.

The school administrator creates and maintains the following account type:

- **School User:** the school administrator can create accounts and select appropriate levels of access for users.

To minimize the burden on school administrators, the Department of Public Instruction and SAS Institute create school user accounts for any teacher who:

- Has evaluation results from the NC Educator Evaluation System from the previous school year.
- Has value-added data from the previous school year.
- Is a new employee at a school in the current school year and is participating in the NC Educator Evaluation System.

Teachers must only meet one of the above criteria for an account to be automatically created.

Initially, accounts created by the Department of Public Instruction and SAS Institute provide users with a minimal level of access to data. School administrators can adjust the access at their discretion, for example, to provide assistant principals with access to additional data.

**When creating and maintaining user accounts, please keep in mind:**

- According to General Statute and State Board of Education policy, value-added data are considered personnel data. The administrator evaluation dashboard and teacher evaluation dashboard reports also contain protected personnel data. Only individuals who are in a supervisory role for an educator should have access to his or her value-added data and evaluation dashboard.
- Some districts and charter schools have created specific policies governing access to different levels of data in EVAAS.
- To protect student confidentiality, school users are not automatically granted access to student-level data. A step-by-step guide to provide

this access can be found at <http://www.ncpublicschools.org/docs/effectiveness-model/evaas/resources/student-projections.pdf>.

### **Account Movement Due to Changes in School or District**

Because value-added data and evaluation dashboards are considered confidential personnel data, they do not “follow” a teacher or administrator when he or she changes school districts or charter schools. District and school administrators in the school and district at which data were collected will be able to see the reports, but the district and school administrators in the new school and district will not be able to access them.

*Example:* During the 2012–13 school year, Mr. Green worked at Elementary School A in District One. Over the summer, he took a new job and is now working as a teacher at Elementary School Q in District Three. Mr. Green cannot access his value-added data or teacher evaluation dashboard for 2012–13 from his new account at Elementary School Q in District Three. The school administrator for Elementary School Q and the district administrator for District Three also cannot access those reports. However, the school administrator at Elementary School A and the district administrator for District One can access the reports.

When a teacher moves within a district, the value-added data and evaluation dashboard “follow” the educator to his or her new school.

*Example:* During the 2012–13 school year, Mrs. Orange worked at Elementary School B in District Five. Over the summer, she moved to Elementary School C, but is still working in District Five. Because of the automatic account creation described above, Mrs. Orange will have a school user account at Elementary School C, and she will be able to access her value-added data and teacher evaluation dashboard from 2012–13. The district administrator for District Five can see Mrs. Orange’s data, as can the school administrator at Elementary School B. The school administrator at Elementary School C cannot see the value-added data or teacher evaluation dashboard.

### **Periodic Account Maintenance:**

Periodically, the Department of Public Instruction will complete a series of account maintenance steps to keep EVAAS accounts current. These steps include:

- Merging multiple accounts belonging to one person.

- Correcting missing or inaccurate information in a user's account, for example, a missing UID.
- Notifying district administrators of potential security breaches in which school users have access to the value-added data or evaluation dashboards of other school users.

**Questions and Assistance:**

If you have questions around the use of EVAAS in the State's educator effectiveness model, please email [educatoreffectiveness@dpi.nc.gov](mailto:educatoreffectiveness@dpi.nc.gov). If you have technical questions around granting access to student projection reports to users, please use "Contact Us" on the EVAAS login page – <https://ncdpi.sas.com>.